

The Department of Procurement
on behalf of the
Department of Atlanta Information Management (AIM)

RFP-S 1210222, IT Professional Consulting Services



Presented By:
Emaad Kamal, Contract Specialist

Wednesday, May 12, 2021

Location: Zoom

Time: 2:00 P.M.

City of Atlanta Panel



- **Welcome and Introductions**
 - Emaad Kamal, Contract Specialist
- **Ethics Department**
 - Mr. Carlos Santiago, Deputy Ethics Officer (Ethical Standards)
- **Office of Enterprise Risk Management**
 - Mr. John Smith, Risk Management Analyst- (Form 3- Financial Disclosure Form Appendix B)
- **Office of Contract Compliance**
 - Mr. Keith Boykin, Contracts Compliance Specialist, Sr. (Appendix A)
- **User Department**
 - Department of Atlanta Information Management (AIM)
- **Closing: Department of Procurement**
 - Emaad Kamal, Contract Specialist

Be Mindful of...



- Prohibited Contacts
- Non-Authoritative Statements
- Attendees and Plan Holders List
- DOP's IIREA Participation Program
- Last Day for the Question Addendum Deadline:
 - Monday, May 17, 2021, no later than 12:00 P.M. in writing
- Proposal Due Date:
 - Wednesday, May 26, 2021, no later than 2:00 p.m. via the City of Atlanta's eProcurement Portal



Board of Ethics

Mr. Carlos Santiago
Deputy Ethics Officer
(Ethical Standards)

Board of Ethics



- [Ethical Standards](#)



Office of
Enterprise Risk
Management

Mr. John Smith,
Risk Analyst
(Form 3- Financial
Disclosure Form and
Appendix B)

Office of Risk Management



- [Form 3- Financial Disclosure Form](#)
- [Appendix B Documents](#)



Office of Contract Compliance

Mr. Keith Boykin
Contracts Compliance
Specialist, Sr.
(Appendix A)

Office of Contract Compliance



- [Contract Compliance Forms](#)

Department of Atlanta Information Management (User Agency)



- Introduction of Department's Business Objectives
 - Department of Atlanta Information Management (AIM)
- Opening the Floor for Questions & Answers
 - (All Statements Made Today are Not Authoritative in this Forum!!!)

All questions and responses provided are not considered authoritative until placed in writing and sent to the Contract Specialist.



Solicitation Contents and Closing

Emaad Kamal,

Contract Specialist

Department of Procurement

Part 2 – Contents of Proposals

Required Submittals



- Proposals should be inclusive of Two Parts:

I. Informational Proposal:

A. Volume I – Information drafted by Proponent

- Executive Summary;
- Organizational Structure;
- Resumes of Key Personnel;
- Overall Experience, Qualifications, and Performance on Previous Similar Projects;
- Management Plan; and
- Technical Approach.

B. Volume II – Required Submittal Forms (Forms 1-9)

II. Cost Proposal: Exhibit A1

Proponent must submit their response via ATL Cloud Portal

Next Anticipated Procurement Steps

After Proposal Due Date:

Wednesday May 26, 2021, at 2:00 p.m. (eastern) via ATLCloud Portal



- **Step 1:** DOP Will Review Proposal(s) for Responsiveness
 - Form 1 – Illegal Immigration Reform and Enforcement Act Forms (IIREA)
 - Form 2 – Contractor Disclosure Form and Questionnaire
 - Form 3 – Contractor Financial Disclosure
 - Form 4 – Offeror Contact Directory
 - Form 5 – Reference List
 - Form 6 – Proposal Guarantee
 - Form 7 – Prohibited Sources' (Contractor and Vendors) Ethics Pledge
- **Step 2:** DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility
 - ✓ **Office of Contract Compliance** to Review Appendix A-Required Submittals
 - ✓ **Office of Enterprise Risk Management** to Review Form 3-Proponents Financial Disclosure Statements
 - ✓ **Department of Atlanta Information Management (AIM)** to review remaining proposals for recommendation of award

Reminders



- Question and Answer Addendum Deadline:
 - Monday, May 17, 2021, at 12:00 P.M. ET
 - **QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED**
- Proposal Due Date:
 - Wednesday May 26, 2021, at 2:00 P.M. ET
 - **ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.**

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